



LAKE HAVASU CITY
HUMAN RESOURCES/RISK MANAGEMENT
CAREER OPPORTUNITY

Job Title: POC TRANSIT OPERATOR
Department/Division: PW/TRANSIT
Salary Range: \$13.03/HOURLY
Recruitment Type: OPEN COMPETITIVE
Position Information: Unclassified position without benefits; FLSA Non-Exempt
Recruitment Number: OC12-14
Posted: January 27, 2012
Filing Deadline: Friday, February 10, 2012; 5:00 PM

EDUCATION AND EXPERIENCE:

High School Diploma or General Equivalency Diploma (G.E.D.) and one (1) year of experience providing service to the public; or, an equivalent combination of education and experience to successfully perform the essential duties of the job such as those listed below.

JOB RELATED & ESSENTIAL QUALIFICATIONS:

Knowledge of: record keeping practices; traffic and safety laws; operation of a motor vehicle; city streets and business locations; ADA Regulations.

Skill in: safely operating buses and/or vans; preparing clear and concise reports; maintaining logs; reading maps; computing basic mathematical calculations; communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Ability To: stoop, kneel, reach, sit, stand, walk, lift, talk, hear and see. Incumbent may be subject to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, work space restrictions, intense noise and travel. Perform light work: exerting up to 40 pounds of force occasionally, and/or up to ten (10) pounds of force frequently, and/or negligible amount of force constantly to move objects, including the human body. If the use of arm and/or leg controls requires exertion or forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Hearing Ability: sufficient to hold conversation with others in person, by telephone, and over radio equipment.

Speaking Ability: sufficient to communicate effectively with others in person and by telephone. Freedom from mental disorders that would interfere with the performance of duties as described.

NOTE: IT IS THE RESPONSIBILITY OF AN APPLICANT WITH A DISABILITY REQUIRING ACCOMMODATION IN THE SELECTION PROCESS TO CONTACT HUMAN RESOURCES/RISK MANAGEMENT TO REQUEST SUCH AN ACCOMMODATION PRIOR TO THE CLOSING DATE OF THIS RECRUITMENT

ESSENTIAL DUTIES:

Operates a City transit vehicle for purposes of transporting passengers; receives instructions from the radio dispatcher in order to pickup and drop off passengers; assists passengers in boarding by operating wheelchair lifts and securement equipment; assists passengers by loading and unloading items, such as: groceries, and packages; collects and records transit fares and balances the operator's collection sheet; provides public with information regarding directions and City services; inspects and maintains vehicles; cleans interior of vehicles; maintains regular attendance; performs other duties of similar nature or level.

SPECIAL REQUIREMENTS:

Possession of or the ability to obtain a valid Arizona Commercial Driver's License Class B with Passenger endorsement within 30 days of employment. National Incident Management Systems (NIMS) training, based on assignment. Requires non-standard or rotating shift work, including weekends and may be subject to call back.

POC TRANSIT OPERATOR

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EXAMINATION:

The City Reserves the right to consider only the most highly qualified applicants for the succeeding examination processes: Training and Experience Evaluation, Interview, Fingerprint Identification, Employment Eligibility Verification (EEV) requirements, and Alcohol/Drug Screening Test. Appointment subject to successful background investigation and City paid post-employment medical examination after offer of employment has been made. Lake Havasu City complies with the Drug Free Workplace Act of 1988 and Department of Transportation Drug Testing Program. Drug and alcohol testing is conducted under the authority of City policy and the Omnibus Transportation Employee Testing Act of 1991.

APPLY TO:

Obtain and submit a completed City application to:

LAKE HAVASU CITY HUMAN RESOURCES/RISK MANAGEMENT DIVISION

2330 MCCULLOCH BLVD N; LAKE HAVASU CITY, AZ 86403; PHONE (928) 453-4143; TDD (928) 855-3945

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA); WITH PRIOR NOTICE TO THE HUMAN RESOURCES/RISK MANAGEMENT DIVISION REGARDING TESTING OR JOB PERFORMANCE MODIFICATIONS. THE CITY WILL MAKE EVERY ATTEMPT TO OFFER REASONABLE ACCOMMODATIONS FOR QUALIFIED APPLICANTS AND EMPLOYEES WITH DISABILITIES.

Lake Havasu City Employment Website: www.lhcaz.gov



LAKE HAVASU CITY INFORMATION FOR APPLICANTS

EQUAL EMPLOYMENT OPPORTUNITY:

All applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability or any other non-merit factor. Employment shall be based upon merit and ability and free of unlawful and political considerations.

HOW TO APPLY:

Follow instructions on job bulletin and application. Applications must be submitted or postmarked before the closing date specified on the job bulletin.

MEDICAL EXAMINATIONS:

The City Physician, through medical examinations, may determine the physical fitness of individuals selected for employment.

VACANCIES:

Classified positions may be filled from an established eligibility list. Unclassified positions do not require posting.

PROBATION:

Each employee selected for a classified full-time authorized position must satisfactorily serve an established probationary period.

PERFORMANCE INCREASES:

Classified and Executive Employees are eligible for consideration for increases in accordance with OPP 3.10

RESIDENCY REQUIREMENTS:

All employees of Lake Havasu City must establish and maintain residence within a reasonable radius of the workplace.

EMPLOYMENT ELIGIBILITY VERIFICATION:

Lake Havasu City will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. Lake Havasu City is a participant of the Employment Eligibility Verification (EEV) program.

STARTING SALARY:

New employees will normally be hired at the first step of their salary range.

LAKE HAVASU CITY BENEFIT PROGRAM

The Lake Havasu City Benefit Program includes the following:

- Annual Paid Time Off (PTO)
- 10 Paid Holidays Annually
- Employee Health and Dental Insurance
- Life Insurance
- Accidental Death & Dismemberment Insurance
- Optional Vision Insurance
- Optional Supplemental Group Universal Life Insurance
- Optional Cancer & Hospital Intensive Care Insurance
- Wellness Program
- Retirement Benefits
- Optional Deferred Compensation Program
- Social Security Benefits
- Service Awards

MISSION STATEMENT

Our mission is to serve the citizens of Lake Havasu City, to improve the quality of life for all, and to promote community spirit and pride.

We believe in:

LOYALTY: To our community, to the organization, and to each other

COURTESY: In providing high quality services for all

INNOVATION: In planning for a progressive community

RESPONSIBILITY: To provide a safe and pleasant environment

LEADERSHIP: Which is responsive to staff and community needs

SUPPORT: An environment that encourages economic opportunities

EFFICIENT: In maintaining and improving City services

STEWARDSHIP: In managing our natural resources

INTEGRITY: In preserving financial stability

ACCOUNTABILITY: By promoting individual responsibility and community involvement

To be a member of our team you will need to support these core values by demonstrating them in your daily interactions with citizens and your teammates

Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked without notice.